

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please Print

Position(s) Applied For			Date of Application	
How Did You Learn About Us?				
Advertisement		Friend	Walk-In	
Employment Agency		Relative	Other _____	
Last Name		First Name	Middle Name	
Address		City	State	Zip Code
Telephone Number		Social Security Number		
If you are under 18 years of age, can you provide required proof of your eligibility to work?				
			Yes	No
Have you ever filed an application with us before?				
			Yes	No
			If yes, give date _____	
Have you ever been employed with us before?				
			Yes	No
			If yes, give date _____	
Are you currently employed?				
			Yes	No
May we contact your present employer?				
			Yes	No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?				
Proof of citizenship or immigration status will be required upon employment			Yes	No
On what date would you be available for work?				

Are you available to work		Full Time	Part Time	Shift Work Temporary
Are you currently on "lay-off" status and subject to recall?				
			Yes	No
Have you been convicted of a felony within the last 7 years?				
			Yes	No

EDUCATION

Name and Address Of School	Course of Study	Years Completed	Diploma Degree																
Elementary School																			
High School																			
Undergraduate College																			
Graduate Professional																			
Other Specify																			
<p><u>Indicate any foreign languages you can speak, read and/or write</u></p> <table><thead><tr><td></td><td>Fluent</td><td>Good</td><td>Fair</td></tr></thead><tbody><tr><td>Speak</td><td colspan="3"></td></tr><tr><td>Read</td><td colspan="3"></td></tr><tr><td>Write</td><td colspan="3"></td></tr></tbody></table>					Fluent	Good	Fair	Speak				Read				Write			
	Fluent	Good	Fair																
Speak																			
Read																			
Write																			
<p>Describe any specialized training, apprenticeship, skills and extra-curricular activities</p> <p></p> <p></p> <p></p>																			
<p>Describe any job-related training received in the United States military.</p> <p></p> <p></p> <p></p>																			

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color religion, gender, national origin, disabilities or other protected status.

1.	<u>Employer</u>	<u>Dates Employed</u> <u>From To</u>	Work Performed
<hr/>			
Address			
<hr/>			
Telephone Number(s)		<u>Hourly Rate/Salary</u> <u>Starting Final</u>	
<hr/>			
Job Title		Supervisor	
<hr/>			
Reason for Leaving			

2.	<u>Employer</u>	<u>Dates Employed</u> <u>From To</u>	Work Performed
<hr/>			
Address			
<hr/>			
Telephone Number(s)		<u>Hourly Rate/Salary</u> <u>Starting Final</u>	
<hr/>			
Job Title		Supervisor	
<hr/>			
Reason for Leaving			

3.

Employer

Dates Employed

From To

Work Performed

Address

Telephone Number(s)

Hourly Rate/Salary

Starting Final

Job Title

Supervisor

Reason for Leaving

4.

Employer

Dates Employed

From To

Work Performed

Address

Telephone Number(s)

Hourly Rate/Salary

Starting Final

Job Title

Supervisor

Reason for Leaving

If you need additional space, please continue on a separate sheet of paper.

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience

<u>Specialized Skills</u>		<u>Check Skills/Equipment Operated</u>	
		Production/Mobile Machinery (list)	Other (List)
<input type="checkbox"/> CRT	<input type="checkbox"/> FAX		
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3		
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBS System		
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Wordperfect		

State any additional information you feel may be helpful to us in considering your application.

Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. ☐ Yes ☐ No

REFERENCES

1.

2.
